

# COMPUTER OPERATOR

A student who has completed Job Corps' Computer Operator program is trained and ready to work in this field. To complete a trade, the student must learn the academic and vocational skills required for graduation. Job Corps students also learn good work and personal habits, preparing them for life after Job Corps. To complete the Computer Operator program, a student must master skills in the following categories:

## COMPUTER ORIENTATION AND INTRODUCTION SET UP HARDWARE

Identify and set up PC; correctly cable peripherals.

## LOAD AND CONFIGURE THE OPERATING SYSTEM

Demonstrate knowledge of Windows system and ability to add programs.

## DATA PROCESSING

Install and configure programs; configure computers to access files of database and programs; create backup copies of installation disks; use operating system commands; log on and off a Local Area Network (LAN).

## SYSTEM SUPPORT

Restore lost data and keep inventory using backup diskettes or tapes.

## SOFTWARE SKILLS

Demonstrate proficiency using word processing, database, presentation, disk utility, virus and spreadsheet software; convert files from one program to another; link and embed objects.

## COMMUNICATION SKILLS

Demonstrate effective communication skills on the telephone; understand, follow and provide verbal and written directions.

## TECHNICAL SUPPORT

Connect modem and printing equipment; identify and report system software/hardware problems; implement and maintain system security; clean printers and tape drives; change ink jet cartridge; use antivirus software and operate fax equipment.

## LOCAL AREA NETWORK (LAN)

Demonstrate commands utilizing operating system; run programs using LAN and maintain records of computer utilization using log books.

## INTERNET USAGE

Demonstrate ability to navigate through linked sites and find information via search engines; download and print information from the Internet.

